



DEPARTMENT OF THE ARMY
1ST MANEUVER ENHANCEMENT BRIGADE
1868 15TH STREET, BUILDING 1944
FORT POLK LA 71459

AFZX-HC-CO

MEMORANDUM FOR 1st Maneuver Enhancement Brigade, Fort Polk, LA 71459

SUBJECT: Command Policy Memorandum # 18, Off Duty Employment

1. Purpose. To provide guidance on off duty employment for Soldiers assigned to the 1st Maneuver Enhancement Brigade.
2. References:
 - a. Department of Defense Regulation 5500.07-R, Joint Ethics Regulation, 17 November 2011.
 - b. Uniform Code of Military Justice (UCMJ), 2012 Edition
3. Applicability. This policy applies to all active duty Soldiers assigned to, attached to, or under operational control of the 1st Maneuver Enhancement Brigade. Off duty employment is any work or services performed by an active duty Soldier for a non-Department of Defense entity for financial or other compensation.
4. Punitive Nature of this Policy. Failure to report and receive command approval for off-duty employment prior to performing that work can result in adverse administrative actions and punishment under UCMJ.
5. In accordance with the Joint Ethics Regulation, paragraph 2-303, off duty employment for all active duty Soldiers assigned to the 1st Maneuver Enhancement Brigade must be approved by a Soldier's chain of command. In order for a Soldier to engage in off duty employment, he or she must first seek endorsement of the employment from his or her Company Commander. The Company Commander will make a recommendation to approve or deny the request and forward the request to the Battalion Commander for approval or disapproval. Soldiers who wish to appeal a Battalion Commander's decision may file a written appeal with the Brigade Commander.
6. Soldiers who have obtained off duty employment prior to the date of this memorandum have 30 calendar days from the publication date of this policy to comply with the requirements in paragraph 8 below.
7. Upon receiving a request for permission to obtain off duty employment, the Company Commander will assess if the off duty employment will harm the unit's readiness, pose a security risk, or bring discredit to the United States Army. Based on

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an analysis of these factors, the Company Commander may or may not recommend a grant of approval by the Battalion Commander.

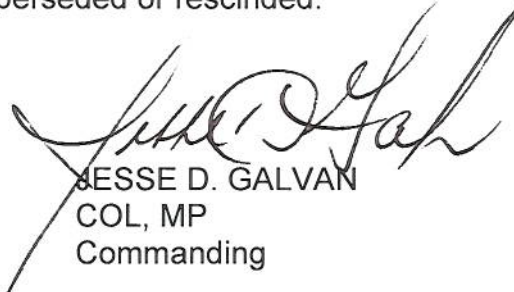
8. Any request for permission to obtain outside employment shall consist of the following:

a. A statement explaining why the off duty employment is needed and a specific description of the location, business name and job description of where the Soldier intends to seek off duty employment.

b. The proposed work schedule for the off duty employment.

c. A statement by the Soldier explaining how the proposed off duty employment will not detract from his or her military readiness, pose a security risk, or bring any discredit to the United States Army.

9. This policy will be announced in formation and will be placed on unit bulletin boards. This policy will remain in effect until superseded or rescinded.



JESSE D. GALVAN
COL, MP
Commanding